

February 2018 v1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 DW reports and/or CFS Production reports Complete month-end data LABOR: Reverse January Month-End Estimate SURCHARGES Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh
4 Normal DW refresh	5 Normal DW refresh	6 Normal DW refresh	7 CFS GL MONTH END FINAL CLOSING January 2018 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh
11 Normal DW refresh	12 LABOR: PP02 Normal DW refresh	13 LABOR: PP02 SURCHARGES Normal DW refresh	14 LABOR: February Month-End Estimates SURCHARGES CA O/U: Reversal Part C Normal DW refresh	15 Normal DW refresh	16 Normal DW refresh	17 Normal DW refresh
18 Normal DW refresh	19 HOLIDAY Normal DW refresh	20 Normal DW refresh	21 Normal DW refresh	22 SLT & DLCA: To be approved for February are due to FMB by 4:00 pm ET Normal DW refresh	23 DISBURSEMENTS: Last run for February LABOR: February NOAA Corps Normal DW refresh	24 Normal DW refresh
25 Normal DW refresh	26 LABOR: PP03 SURCHARGES Normal DW refresh	27 SLT & DLCA: 12:00 noon ET Final Approval CA SURCHARGES February Month End Surcharges processed prior to the "6:00 AM" closing Normal DW refresh	28 CFS GL MONTH END PRELIM CLOSING 6:00 AM ET Close AP,PR, PO WIP CA O/U Process. 12:00 AM ET Close BE, AR, ALLOC, GJ, GL Normal DW refresh			

Please note: February 2018 GL Closing will start on February 28, 2018 at 6:00 am ET

6 AM Closing

Tier ONE modules will be placed in **PRELIMINARY** close for the **January 2018 General Ledger**

- PR – Purchase Requisitions (Commitments)
- PO – Purchase Orders (Obligations, etc.)
- AP – Accounts Payable (Invoices and Receiving Tickets, etc.)

Please note: AR is open for WIP only. No other AR transactions.

12 Noon Closing

Tier TWO modules will be placed in **PRELIMINARY** close for the **February 2018 General Ledger**

- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)
NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.
- AR – Accounts Receivable
- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
 The Cost Accumulation Over/Under (CA O/U) process: 6:00 AM ET on Wednesday February 28, 2018
- GJ – General Journal (GJs may be entered until 12 noon)
- GL – General Ledger